

DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814



December 20, 1974

ALL-COUNTY LETTER NO. 74-262

TO: WELFARE DEPARTMENTS
HEALTH DEPARTMENTS
AUDITOR-CONTROLLER
COUNTY TREASURER

SUBJECT: BENEFIT PAYMENTS PROGRAM

REFERENCE:

With the advent of the Department of Benefit Payments on July 1, 1974, the responsibility for payments relative to claims and invoices previously provided by Public Health, Mental Hygiene, and Social Welfare depending upon the program involved were brought together under the single responsibility of Benefit Payments. For your information and to facilitate your accountability and control of these payments, we have listed below those programs currently being paid by Benefit Payments:

Welfare Payment SystemsMethod of Payment

AFDC Assistance FG & U	Advanced
APSB Assistance	Advanced
Welfare Administration	Advanced
except: B H Licensing	Cash Claim
Adoptions	Cash Claim
SSI/SSP	Cash Claim
Adult (carryover)	Cash Claim
Child Protective Services	Cash Claim
Emergency Loan	Cash Claim
Responsible Relative	Cash Claim
State Adult Program	Cash Claim
Non-Assistance Food Stamps	Cash Claim
Homemaker/Chore Services - State	Cash Claim
Out-of-Home Care	Cash Claim
Aid for Adoption for Hard to Place	Cash Claim
Boarding Homes and Institutions	Cash Claim
Support Enforcement Incentive	Cash Claim
Special Circumstances	Cash Claim

Welfare Payment Systems (con't)

Emergency Payments

Cash Claim

Special Benefits

Cash Claim

WIN Administration - Federal

Advanced

WIN Administration - State

Cash Claim

Health Payment Systems - Cash Claim Only

Assistance to Counties for Care of Crippled Children: CCS Independent
and Dependent Counties

Assistance to Counties for Tuberculosis: TB Subsidies

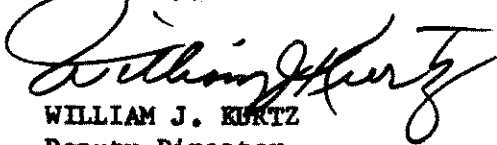
Assistance to Local Health Departments: State Subventions

Assistance to Local Agencies for Family Planning: Contractual Agreements

Local Mental Health Services: Short/Doyle Cost Reports

Should you require additional information or need assistance, please contact
Bob Lyon at (916) 445-0686.

Sincerely,



WILLIAM J. KURTZ

Deputy Director

cc: CWD

DEPARTMENT OF BENEFIT PAYMENTS

744 "P" Street, Sacramento, CA 95814



December 24, 1974

ALL-COUNTY LETTER NO. 74-261

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: USE OF MICROFILM

REFERENCE:

This is to provide you with information regarding the use of microfilm (including microfiche, computer output microfilm, etc.). Microfilm is a possible alternative to the maintenance of original records and has proved to be very effective in some counties. However, before you decide to develop a microfilm system, you should be aware of the following regulations which govern the use of microfilm..

Section 205.60 of the Code of Federal Regulations provides that microfilm may be substituted for records required for federal audit and review purposes providing:

1. The microfilm system is in the interest of efficiency and economy (this can be determined through a feasibility study);
2. The microfilm copies are adequate to meet state and federal requirements. (Microfilm procedures must be reliable and there must be an adequate retrieval system); and
3. Prior federal approval is obtained.

The original records should not be destroyed until the county microfilm plan has been approved by DBP and DHEW.

The following procedure should be used if you want to consider establishing a microfilm system for all records maintained, except assistance claiming records.

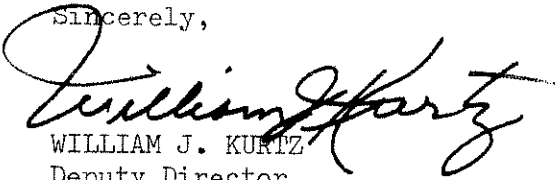
<u>Who</u>	<u>Does What</u>
County Welfare Department	1. Conduct a feasibility study.
	2. Develop a microfilm plan and submit to Business Services, DBP, for approval (see Attachment #1 for format).

<u>Who</u>	<u>Does What</u>
Business Services Bureau	1. Review and approve plan for state requirements.
	2. Submit to DHEW for review and approval for federal requirements.
	3. Notify county welfare department of results of review.

If you wish to utilize microfilm for assistance claiming records, contact Claims Audit and Control Bureau, 744 "P" Street, M.S. 13-76, Sacramento, CA 95814, (916)445-0480, for assistance.

A DHEW pamphlet entitled, "Guide for Developing a Microfilm Records System," may be useful in evaluating the feasibility of a microfilm system. If you would like a copy of this pamphlet or if you have any further questions on microfilm, contact Karen Walkup at (916)445-6040.

Sincerely,



WILLIAM J. KURTZ
Deputy Director

cc: CWDA

Attachment

Format for microfilm plan submittal

- I. Objectives of microfilming (problems a microfilm system will solve, or operations microfilm will improve)
- II. Feasibility study (a cost analysis and fiscal comparison of present system versus proposed microfilm system)
- III. Narrative description of project (include the following information)
 - A. Records to be filmed
 1. Description of record series with inclusive dates
 2. Volume by cubic feet
 3. File arrangement of record series (alphabetic, numeric, etc)
 4. Filing equipment used to house records (type, quantity and replacement value)
 5. Space occupied by records (type, quantity and annual space utilization value)
 - B. Type of film to be used
 1. Size
 2. Reduction ratio
 3. What type of microform (i.e., roll film, microfiche or aperture card)
 - C. Photography
 1. Approximate length of time required to film records in series
 2. Microfilm equipment required
 3. Provisions made to make record available during filming process
 4. Quality inspection points
 5. Description of microfilm process (flow of record from camera to final filing)
 - D. Estimated costs of microfilming
 1. Equipment
 2. Microfilming operations
 3. Inspection

4. Administration
 5. Preparation for filming
 6. Other
- E. Estimated savings by microfilming
1. Equipment
 2. Staff time
 3. Floor space
 4. Supplies
 5. Storage costs
 6. Other
- F. Method of filing microfilm
1. Filing system
 2. What types of microfilm duplication (e.g., diaze) and how many per record
- G. How the microfilm records will be certified
- H. What provisions will be made to provide an audit trail and make the microfilmed records available for review